

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT OF THE TOWN OF GRIFFITH
UTILITY BILLS**

I (We) hereby authorize the Town of Griffith Water Utility Department, hereinafter called TOWN, to initiate debit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit same to such account.

Depository Name _____ **Branch** _____

City _____ **State** _____ **ZIP** _____

Transit/ABA# _____

Account# _____

This authority is to remain in full force and effect until TOWN and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford TOWN and DEPOSITORY a reasonable opportunity to act on it.

Printed name(s) _____

Signature(s) _____

Address _____

Daytime Phone Number _____

Please return this form with your utility bill payment or bring it to the Clerk-Treasurer's Office WITH A VOIDED CHECK.

If for any reason your Direct Payment is not honored by your bank, you will be subject to our current returned item fee.

Office Use

Account# _____ **Prenote date** _____ **Live Date** _____

On October 7, 2008 the Griffith Town Council adopted Ordinance 2008-31. This ordinance authorizes the acceptance of utility bill payments via the automated clearing-house (ACH) network. This will allow the Town of Griffith Utility Billing Department to enter into an agreement with customers to automatically debit the customer's checking account. Town of Griffith utility bills are billed on or around the 5th of each month. The bills are due on or around the 20th of each month. The bills of customers that have elected the auto-pay feature will show the amount of the payment and the date the payment will be pulled from the customer's bank account. This will normally be done on the due date.

The Town of Griffith Clerk-Treasurer and the Utility Billing Staff are very pleased that this payment option is available for the residents of Griffith. Please contact us at (219) 924-7500 if you have any questions about this program.

After a customer has signed up for the ACH payment option, the next billing cycle will be a pre-note or test of the customer banking information. The customer will still need to pay that bill. The billing cycle following a successful pre-note will be an actual direct payment of the customer account. It will say, "direct withdrawal - do not pay" on the bill. We would just like to remind you to account for this electronic payment in your check register.